

08-R-1208

**A SUBSTITUTE RESOLUTION
BY PUBLIC SAFETY AND LEGAL ADMINISTRATION COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH KEEFE COMMISSARY NETWORK FOR FC-6008000000, INMATE COMMISSARY AND TRUST FUND MANAGEMENT SERVICES, IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED FORTY FOUR THOUSAND DOLLARS AND ZERO CENTS (\$444,000.00) ANNUALLY ON BEHALF OF THE DEPARTMENT OF CORRECTIONS AT THE ATLANTA CITY DETENTION CENTER AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta did solicit Requests for Proposals for qualified proponents for FC-6008000000 to provide inmate commissary services and a trust fund management system; and

WHEREAS, the proposals were reviewed and the responding firms were evaluated and ranked; and,

WHEREAS, the Chief of the Department of Corrections and the Chief Procurement Officer have recommended that FC-6008000000, Inmate and commissary Trust Fund Management Services, be awarded to Keefe Commissary Network; and

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES that the Mayor be and is hereby authorized to execute an Agreement for inmate commissary services and trust fund management with Keefe Commissary Network on behalf of the Department of Corrections in an amount not to exceed \$444,000.00 annually.

BE IT FURTHER RESOLVED, the contract is for a base term of three years (3) years with the option to renew for two (2) additional years in one (1) year increments at the sole discretion of the City; and

BE IT FURTHER RESOLVED, the proponent will pay a 33.5% commission rate to the City for inmate commissionable sales items to be deposited in to account number 7701 090201 3423001 3420000 600270 69999.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate contractual agreement to be approved by the City Attorney as to form for execution by the Mayor.

BE IT FURTHER RESOLVED, the Agreement shall not become binding on the City and the City shall incur no liability or obligation until such Agreement has been signed by the Mayor and delivered to the contracting party.

BE IT FURTHER RESOLVED, that all services for the contracted work shall be charged to and be paid from **Fund 1001 090102 3420000**.

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BE IT FURTHER RESOLVED, that all services for the contracted work shall be charged to and be paid from **Fund 1001 090102 3420000**.

Committee of Purview

Finance Executive Committee

Caption:

Council Meeting Date:

June 11, 2008

Legislation Title:

A resolution authorizing the Mayor to enter into a contractual agreement with Keefe Commissary Network, an affiliate of Keefe Group, for FC-6008000000, Inmate Commissary and Trust Fund Management Services, on behalf of the Department of Corrections in an amount not to exceed Two Hundred Eighty Two Thousand Dollars and No Cents (\$444,000.00). Keefe Group shall pay a 33.5% commission fee to the City for the sale of inmate commissionable sales items.

Requesting Department:

Department of Corrections

Contract Type:

Non-Professional Services

Source Selection:

Request for Proposals

Bids/Proposals Due:

February 6, 2008

Invitations Issued:

7

Bids/Proposals Received:

2

Bidder/Proponents:

Swanson Services Corporation
Keefe Group

Justification Statement:

Proposals were evaluated for two (2) Proponents and a recommendation has been made to establish Keefe Commissary Network, an affiliate of Keefe Group, as one of the most responsive and responsible Proponent to perform inmate commissary services at the City.

Background:

The purpose of this legislation is to authorize a firm to perform inmate commissary and trust fund management services for the Department of Corrections.

Fund Account Center:

Fund (1001) Dept/Org (090102) Account (5212001) Function Activity (3420000)

Fiscal Impact (if any):

\$444,000.00 for management fee; 33.5% commission rate payable to the City

Term of Contract:

Term will be for three (3) base years with the option to renew for two (2) additional years in one (1) year increments at the sole discretion of the City.

Method of Cost Recovery:

Not Applicable

Approvals:

DOF:

Approved . .

DOL:

Approved

Prepared By:

Ms. Melinda E. Henderson, Contracting Officer
(404) 865-8596

Contract Number:

FC-6008000000

For Legislative Counsel Use Only

_____ Date Received _____ Complete _____ Incomplete (Date returned: _____)

_____ Date of Department Consultation _____ Date of Finance Department Consultation

Commissioner Notified: ____ Yes ____ No If No, Why? _____

Legislation Required
____ Yes ____ No

Legislation Type
____ Resolution ____ Ordinance

Amends the Code
____ Yes ____ No

Blueback Prepared
____ Yes ____ No

Commissioner Signature _____

Council Members Only:

Authority to speak to Subject Matter Attorney ____ Yes ____ No

Authority to speak to Department ____ Yes ____ No

Date Submitted: April 9, 2008

Department Submitting Request: Department of Corrections

Person Submitting Request: Asst. Chief, Diane Jones Extension: 404-865-8013

Bureau/Division Manager: Frank Sizer, Chief Extension: 404-865-8062

Requesting preliminary meeting with Legislative Counsel attorney? ☐ Yes ☒ No

Subject Matter of the Meeting N/a

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):
Cycle Number 10, City Council Date of 6/16/08

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval.

Part I: Legislative Request Form:

Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.

1. Legislation Name/Project Name: FC-6008000000, Inmate Commissary Services

2. What is the purpose of this legislation? (check one)

- ☐ Accept a grant or donation [If so, is a matching grant required?] ☐ Yes ☐ No
- ☐ Amend budget
- ☐ Amend Code of Ordinances
- ☐ Amend Contract
- ☐ Anticipate funds
- ☐ Appropriate funds
- ☐ Apply for a grant or donation
- ☒ Authorize Contract
- ☐ Fines/penalties
- ☐ Human Resources related
- ☐ Make a purchase
- ☐ New project
- ☐ Procuring goods
- ☐ Procuring services
- ☐ Other, please explain

☐ If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract: n/a

Contract Term (months/yr): A base term of three (3) years with two (2) one (1) year renewal options at the sole discretion of the City.

3. Can the purpose of this legislative request be accomplished administratively?

☐ Yes ☒ No ☐ I Don't Know

4. Please explain and estimate any financial impact on the City or your Department.

☒ Will there be a fee or charge assessed by the City? Yes

- ☐ If so, how much? \$444,000/annually for property management fee
- ☐ How was the fee or charge determined? Competitive Proposal Process
- ☐ Will revenue be generated for the City? Yes, the Proponent will pay the City a 33.5% commission rate on inmate commissary sales

5. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001). 04-R-0986

6. Is this a computer/technology purchase? ☐ Yes ☒ No
If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department. The Department of Procurement is to provide the back up documentation for this Competitive Proposal project.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislative request is to authorize the Mayor to enter into an appropriate contractual agreement with **Keefe Commissary Network (an affiliate of Keefe Group)** for FC-6008000000, Inmate Commissary and Trust Fund Management Services on behalf of the Department of Corrections in an amount not to exceed Two Hundred Eighty Two Thousand Dollars and No Cents (\$444,000.00).

2. Please provide background information regarding this legislation.

The Department of Corrections solicited Proposals from qualified Proponents to provide inmate commissary services and trust fund management system.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Non-professional Services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:** Proposals came in on 2/6/08
- (d) **Invitations Issued:** 7
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** Two (2)
- (g) **Bidders/Proponents:** Two (2)
- (h) **Term of Contract:** A base term of three (3) years with two (2) one (1) year renewal options at the sole discretion of the City.

4. Fund Account Center:

5. Source of Funds:

6. Fiscal Impact: The City will pay \$444,000.00 for property management fee; The Proponent will pay a 33.5% commission rate to the City for inmate commissionable sales items.

7. Method of Cost Recovery: N/a

This Legislative Request Form Was Prepared By: Shi Pickett



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

254 PEACHTREE STREET, S. W.
ATLANTA, GEORGIA 30303
TEL: (404) 865-8001 FAX: (404) 658-6064
Internet Home Page: www.ci.atlantaga.gov

DEPARTMENT OF CORRECTIONS
FRANK SIZER, JR.
CHIEF

Dione Jones
ASSISTANT CHIEF

MEMORANDUM

TO: David Chapman
Department of Procurement

FROM: Assistant Chief D. Jones
Department of Corrections

DATE: April 2, 2008

SUBJECT: FC-6008000000 INMATE COMMISSARY SERVICES

We have reviewed the proposals submitted by Keefe and Swanson Inmate Commissary, and are satisfied that the contract should be awarded to Keefe under this request for proposal process.

The Request for Legislation has been forwarded to the law department. I will ensure a copy is sent to your department.

Additionally, please assist us in expediting a new contractual agreement for this individual so we can minimize the time before the company is covered under contract. Please call me if there are other questions.

Cc: Frank C. Sizer, Jr., Corrections Chief
Melinda Henderson, Procurement Officer

CITY OF ATLANTA
DEPT. OF PROCUREMENT

08 APR -3 PM 12:42



CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: **FC# 6007000054, Inmate Commissary Services**

DATE: April 3rd, 2008

The Office of Contract Compliance has evaluated two (2) proposals for minority and female business enterprise participation. Both Proponents are eligible under Section 2-1449(a) (2) (C) and both Proponents have been deemed responsive by the Office of Contract Compliance. For your information, the Proponents have committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

Keefe Group		(15 Pts)
Kera Enterprises, Inc.	FBE	5.0%
Delta Trucking, LLC.	FBE	4.0%
Foot Solutions	AABE	5.5%
Newtrend International	AABE	5.5%
Uncle Ed's Gourmet Cookies	AABE	5.0%
Total Participation		25%
Swanson Services Corporation		(15 Pts)
Solutions Staffing	FBE	21.0%
MWJ, LLC	AABE	4.0%
Total Participation		25%

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Melinda Henderson, DOP

MS. MELINDA E. HENDERSON
CONTRACTING OFFICER

PROJECT TITLE: Inmate Commissary Services

DATE: February 6, 2008

TOTAL NUMBER OF PROPONENTS:

PROPOSAL NO.	PROPOSAL TITLE	PROPOSAL BOND	ALT#1	BASE PREPOSAL	TOTAL
1	KEEFE SUPPLY CO.			N/A	
2	SWANSON SERVICES CORPORATION			N/A	
3					
4					
5					
6					

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Diane Jones

Contact Number: 404-865-8078

Originating Department: Corrections

Committee(s) of Purview: Public Safety

Chief of Staff Deadline: _____

Anticipated Committee Meeting Date(s): 6/11/08

Anticipated Full Council Date: 6/16/08

Legislative Counsel's Signature: _____

Commissioner Signature: Frank J. Smith

Chief Procurement Officer Signature: Debra R. Smith

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH KEEFE COMMISSARY NETWORK FOR FC-6008000000, INMATE AND COMMISSARY TRUST FUND MANAGEMENT SERVICES, IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED FOURTY FOUR THOUSAND DOLLARS AND ZERO CENTS (\$444,000.00) ON BEHALF OF THE DEPARTMENT OF CORRECTIONS AT THE ATLANTA CITY DETENTION CENTER AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: _____
(date)

Received by LC from CPO: _____
(date)

Received by Mayor's Office: 6.2.08 DL
(date)

Reviewed by: [Signature]
(date)

Submitted to Council: _____